

REPORTS INVENTORY						CONTROL NO. <i>DD5/OC-043</i>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Weekly Report of Significant Events						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		XX COMMUNICATIONS	
4. NO. OF COPIES PREPARED Orig & 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Once per week -				6. DISTRIBUTION (No. of components not number of copies) 0 & 2 DD/S, 1 -Ops Div 1 file	
7. FORMAT (memorandum, form, computer print-out, etc.) Memo		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.				9. DIRECTIVE AUTHORITY REQUIRING REPORT DD/S Administrative Instruction 65-7 18 May 1965	
10. PREPARING COMPONENT (include lowest level contributing information to report) Prepared by D/CO from input of 5 Ops Area Desks				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-10	\$6.79		30 mins average		\$3.40		52 \$176.80
GS-18	\$17.07		15 mins average		\$4.27		52 \$222.04
						Total \$398.84	
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Started by DD/S in May 1965							
14. FUTURE GOALS							
15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 21 Sept 1970						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Secy to D/CO	
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200050-0						IF EXTENSION	